

JOB ANALYSIS LIBRARY

Searching for Job Analyses in the Library.

Introduction


The purpose of the Job Analysis (JA) Library is to improve our ability to share job analyses throughout the CHCO community.

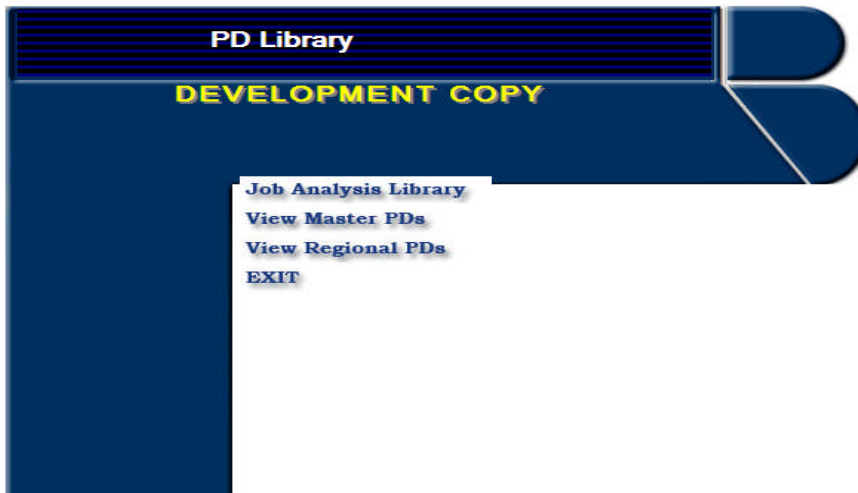
Guide Contents

This guide provides instructions on searching for Job Analyses using a variety of criteria, including PD number, Vacancy Announcement Number, and Job Analysis.

Searching for a Job Analysis attached to a Position Description


Step 1

After logging into Lotus Notes, click on the PD Library ICON . This will take you to the Job Analysis (JA) Library. Click on Job Analysis Library.



Step 2

To start your search, click on  **Search by Keyword**.

 Search by Keyword Expand All Collapse All View Occupants List View Job Analysis							
		Pay Plan	Series	Grade	Position Title	PD#	Vacancy Numbers
▶ Central Office							
▶ Executive Resources							
▶ National Capital Region							
▶ Office of Inspector General							
▶ Region 01							
▶ Region 02							
▶ Region 03							
▶ Region 04							
▶ Region 05							
▶ Region 06							
▶ Region 07							
▶ Region 08							
▶ Region 09							
▶ Region 10							

Step 3

Clicking on the Search button brings up the Search Bar.

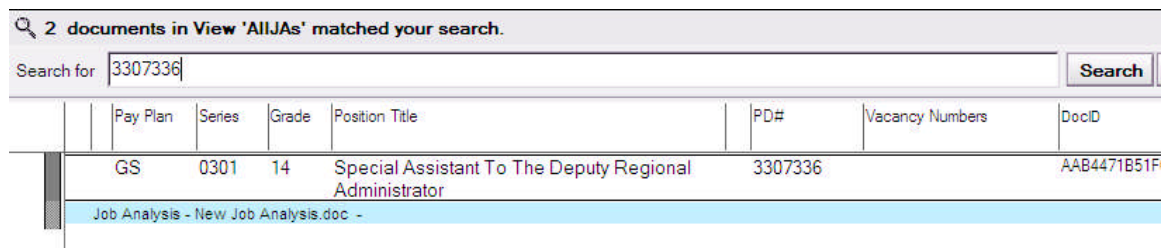


The screenshot shows a search interface with a header bar that says "Search in View 'All JAs'". Below this is a search bar with the placeholder text "Search for" and a "Search" button to its right.

If you know the position description number, the PD number or the Vacancy announcement, you can enter this data in the Search Bar.

Step 4

Type in the criteria for the search. In the below example, PD number is used. Click on the **Search** button. The search feature will find you PD with the Job Analysis attached.



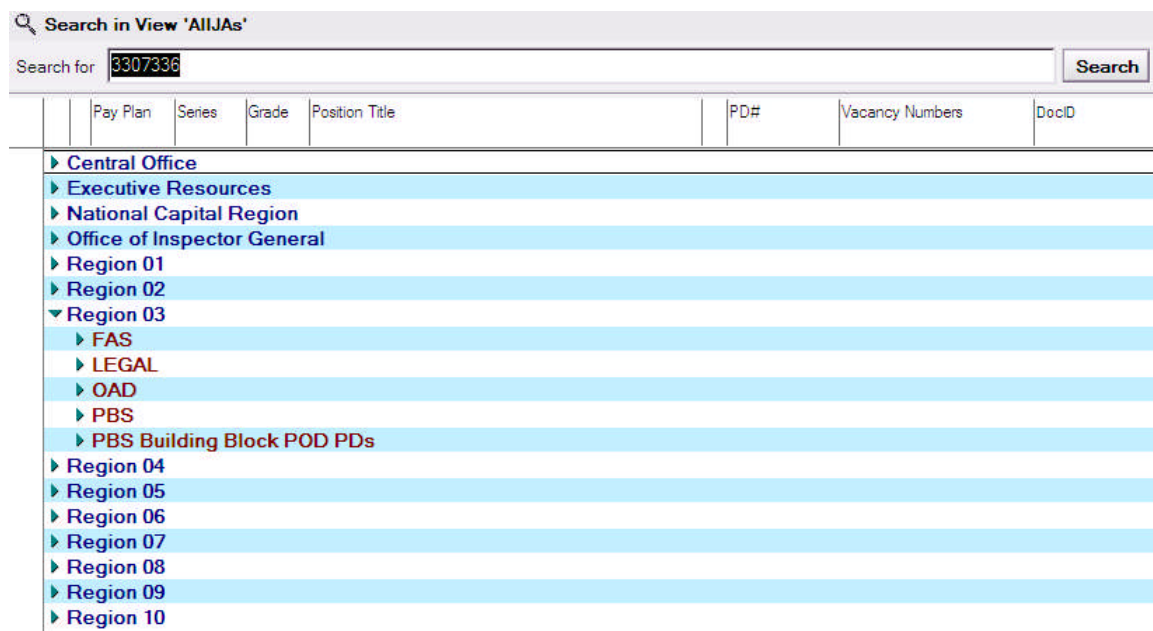
The screenshot shows the search results interface. The header bar says "2 documents in View 'All JAs' matched your search." Below this is a search bar with the text "3307336" and a "Search" button. Below the search bar is a table with the following columns: Pay Plan, Series, Grade, Position Title, PD#, Vacancy Numbers, and DocID. The table contains one row of results:

Pay Plan	Series	Grade	Position Title	PD#	Vacancy Numbers	DocID
GS	0301	14	Special Assistant To The Deputy Regional Administrator	3307336		AAB4471B51F

Below the table, there is a link to "Job Analysis - New Job Analysis.doc -".

Step 5

To end your search, click on the **Clear Results** button. The Search for menu will appear again, and you can start another search.



The screenshot shows the "Search for" menu. The header bar says "Search in View 'All JAs'". Below this is a search bar with the text "3307336" and a "Search" button. Below the search bar is a list of search results, each preceded by a right-pointing arrow:

- Central Office
- Executive Resources
- National Capital Region
- Office of Inspector General
- Region 01
- Region 02
- Region 03
- FAS
- LEGAL
- OAD
- PBS
- PBS Building Block POD PDs
- Region 04
- Region 05
- Region 06
- Region 07
- Region 08
- Region 09
- Region 10

Other examples of searches:

To search for a job analysis used with a particular Vacancy Announcement number, type in the search bar the Vacancy Announcement number.

Search in View 'AllJAs'

Search for

Click on Search.

The Job Analysis associated with this Vacancy Announcement will appear.

Search for	<input type="text" value="VA1234"/>						<input type="button" value="Search"/>
	Pay Plan	Series	Grade	Position Title	PD#	Vacancy Numbers	DocID
				Job Analysis - Test JA.doc -			

Double click to open the Job Analysis. The Vacancy Announcement Number is highlighted. You can then review the Job Analysis that is attached.

JOB ANALYSIS FORM

Job Analysis Information

Standard:

Region: Region 03

Service:

Position Title: Lead Human Resources Specialist (InformationSystems)

PD#: 3307939

Series: 0201

Grade: 13

Vacancy Announcement #s related to this JA/PD

VA1234

Attach a JA ->



Test JA.doc

One of the easiest methods of searching is to use the Position Title. This enables you receive the broadest results in your search.